# Appendix H Permittee Construction Inspection Guidelines and Forms

# STORM WATER POLLUTION CONTROL REQUIREMENTS FOR CONSTRUCTION SITES ONE ACRE AND LESS IMPLEMENTATION REPORT

Project N	Name/TR #:				—		
Site Add	Iress:						
Permit/C	Contract Number: District Office:				<u> </u>		
CONSTRUCTION SITES ONE ACRE AND LESS - RELATED BMPs							
1.	Attachment A on-site?						
	Are eroded sediments and other pollutants retained on site and not transported from the sheetflow, swales, area drains, natural drainage, or wind?  If No, Explain:	e site via					
		-					
3.	Are stockpiles of earth and other construction related materials protected from being transport the site by forces of wind or water?  If No, Explain:	ted from					
		-					
4.	Are fuels, oils, solvents, and other toxic materials stored in accordance with their listings and contaminating the soil and surface water?  If No, Explain:	not					
		-					
5.	Is excess or waste concrete washed into a contained area and not being washed into the put or any other drainage system?  If No, Explain:	olic way					
		-					
6.	Is trash and other construction related solid wastes being deposited into a covered receptacle prevent contamination of rainwater and dispersal by wind?  If No, Explain:	e to					
		_					

7.	Are sediments and other materials not being tract is the construction site's entrance stabilized to inway?  Are accidental depositions swept up immediately if No, Explain:	nhibit sediments from being depos	sited into the public		0
8.	Are slopes with disturbed soils or denuded of verwater?  If No, Explain:	getation stabilized to inhibit erosion	on by wind and		
Insped	oted by:	Date <sup>.</sup>	Phone:		

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### STORM WATER POLLUTION CONTROL REQUIREMENTS FOR CONSTRUCTION SITES One acre and greater IMPLEMENTATION REPORT

Project Name / TR #: Site Address: Permit/Contract Number:			#:							
			mber:	District Office:						
Categor	y:		feet of ir Large	m ore acres, and up to but less than 5 acres of disturbed soil or creating more than 40 npervious area) or more of disturbed soil)	,000 \$	squa	re			
					Yes	No	N/A			
1.	Attac	hmen	t A (Storm	Water Pollution Control Requirements for Construction Activities) on-site?						
2.	Attac	hmen	t B (List of	Best Management Practices for Construction Activity specific to site) on-site?						
3.	Attac	hmen	t C (Certifi	cation) on-site?						
4.	Erosi	on Co	ntrol Plan	on-site?						
5.	Loca	l Storr	n Water P	ollution Prevention Plan (local SWPPP) on-site?						
6.	Attac	hmen	t D (Owne	r's NOI/SWPPP Certification Form) on-site?**(1)						
7.	Notice of Intent (NOI) and Storm Water Pollution Prevention Plan (SWPPP) on-site?**(1)									

<sup>\*</sup> For Medium Construction Sites only.
\*\* For Large Construction Sites only.

(1) Effective March 10, 2003, these will apply for all construction sites one acre and greater.

CO REI (See Hand	NSTI _ATE Califor book (	RUCTI ED BM rnia Storr Const. Ac	nwater Best Management Practices tivities, March 1993 for BMP descriptions)	Legend: ① not installed properly ② installed but not maintained properly ③ installed properly, but ineffective ④ moderately effective ⑤ very effective	Effectiveness Rating
Cons	tructio	n Practio	ces		
8.		CA001	Dewatering Operations		1 2 3 4 5
9.		CA002	Paving Operations		1 2 3 4 5
10.		CA003	Construction and Painting		1 2 3 4 5
Mate	ial Ma	nagemer	nt		
11.					1 2 3 4 5
12.		CA011	Material Use	·····	1 2 3 4 5
13.		CA012	Spill Prevention and Control		1 2 3 4 5

CONSTRUCTION RELATED BMPS - CONTINUED						
Waste Management 14. □ CA020	Solid Waste Mgt.	1 2 3 4 5				
15. □ CA021	Hazardous Waste Mgt	1 2 3 4 5				
16. □ CA022		1 2 3 4 5				
	Contaminated Soil Mgt	1 2 3 4 5				
17. □ CA023	Concrete Waste Mgt.	1 2 3 4 5				
18. □ CA024	, !					
Vehicle and Equipme 19. □ CA030	Vehicle and Equip. Cleaning	1 2 3 4 5				
20. 🗆 CA031	Vehicle and Equip. Fueling	1 2 3 4 5				
21. □ CA032	Vehicle and Equip. Maintenance	1 2 3 4 5				
Vegetation Stabilizat						
22. □ ESC10	0 0	1 2 3 4 5				
23. □ ESC11		1 2 3 4 5				
Physical Stabilizatio 24.   ESC20	n Geotextiles and Mats	1 2 3 4 5				
25. □ ESC21	Dust Control	1 2 3 4 5				
26. □ ESC22	Temp. Stream Crossing	1 2 3 4 5				
27. □ ESC23	Road Stabilization	1 2 3 4 5				
28. □ ESC24	Stabilized Entrance	1 2 3 4 5				
Diversion of Runoff						
29. □ ESC30	Earth Dike	1 2 3 4 5				
30. □ ESC31	Temp. Drains and Swales	1 2 3 4 5				
31. □ ESC32	Slope Drain	1 2 3 4 5				
Velocity Reduction 32. □ ESC40	Outlet Protection	1 2 3 4 5				
33. □ ESC41	Check Dams	1 2 3 4 5				
34. □ ESC42	Slope Roughening/Terracing	1 2 3 4 5				
Diversion of Runoff						
35. □ ESC50	Silt Fence	1 2 3 4 5				
36. □ ESC51	Straw Bale Barrier	1 2 3 4 5				
37. □ ESC52	Sand Bag Barrier	1 2 3 4 5				
38. 🗆 ESC53	Brush or Rock Filter	1 2 3 4 5				
39. □ ESC54	Drain Inlet Protection	1 2 3 4 5				
40. □ ESC55	Sediment Trap	1 2 3 4 5				
41. □ ESC56	Sediment Basin	1 2 3 4 5				

Inspected by:	Date:	Phone:	
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### STORM WATER POLLUTION CONTROL Annual inspection form FOR CONSTRUCTION SITES One acre and greater

oject Name / TR #:				
e Address:				
rmit/Contract Number:				District Office:
Requirement	Yes	No	N/A	Correction Action
Preservation of Existing Vegetation				
Is temporary fencing provided to preserve vegetation in areas where no construction activity is planned?				
Location:	+			
Location:				
Location:				
Temporary Soil Stabilization	+			
Does the applied temporary soil stabilization provide 100% coverage for the required areas?				
Are any non- vegetated areas that may require temporary soil stabilization?				
Is the area where temporary soil stabilization required free from visible erosion?				
Location:				
Location:				
Location:	+			
Location:				
Temporary Linear Sediment Barriers	+			
Are temporary linear sediment barrier properly installed in accordance with the details, functional and maintained?				
Are temporary linear sediment barrier free from accumulated litter?				
Is the built-up sediment less than 1/3 the height of the barrier?	:			
Are cross barriers installed where necessary and properly spaced?	†			
Location:	1			
Location:	+	1		

Requirement	Yes	No	N/A	Correction Action
Location:				
Location:				
Storm Drain Inlet Protection				
Are storm drain inlets internal to the project properly protected with inlet protection?				
Are storm drain inlet protection devices in working order and being properly maintained?				
Location:				
Desiliting Basins				
Are basins maintained to provide the required detention/retention?				
Are basin controls (inlets, outlets, diversion, weirs, spillways, and racks) in working orders?				
Location:				
Stockpiles				
Are all locations of temporary stockpiles, including soil, hazardous waste, and construction materials in approved areas?				
Are stockpiles protected from run-on, run-off from adjacent areas and from winds?				
Are stockpiles located at least 50 feet from concentrated flows, downstream drainage courses and storm drain inlets?				
Are required covers and/or perimeter controls in place?				
Location:				
Concentrated Flows				
Are concentrated flow paths free of visible erosion?				
Location:				
Location:				
Location:				

Requirement	Yes	No	N/A	Correction Action
Tracking Control				
Are sediments and other materials being tracked from the site by vehicle traffic?				
Are points of ingress/egress to public/private roads inspected and swept and vacuumed daily?				
Are all paved areas free of visible sediment tracking or other particulate matter?				
Location:				
Wind Erosion Control				
Are dust control measures used to stabilize soils?				
Location:				
Dewatering Operation				
Are sediment controls used to remove sediment from water generated by dewatering?				
Location:				
Vehicle & Equipment Fueling, Cleaning, and Maintenance				
Are vehicle and equipment fueling, cleaning and maintenance areas reasonably clean and free of spills, leaks, or any other deleterious materials?				
Are vehicle and equipment fueling, cleaning and maintenance activities performed on an impermeable surface in dedicated areas?				
If no, are drip pans used?				
Are dedicated fueling, cleaning and maintenance areas located at least 15m away from downstream drainage facilities and water courses and protected from run-on and runoff?				
Is on-site cleaning limited to washing with water (no soap, soaps substitutes, solvents, or steam)?				
On each day of use, are vehicles and equipment inspected for leaks and if necessary, repaired?				
Location:				
Location:				

Requirement	Yes	No	N/A	Correction Action
Location:				
Waste Management & Materials Pollution Control				
Are Material storage areas and washout areas protected from run-on and runoff, and located at least 50 feet from concentrated flows and downstream drainage facilities?				
Are materials handling and storage areas clean; organized; free of spills, leaks, or any other deleterious materials; and stocked with appropriate clean-up supplies?				
Are liquid materials, hazardous materials, and hazardous wastes stored in temporary containment facilities?				
Are bagged and boxed materials stored on pallets?				
Are hazardous materials and wastes stored in appropriate, labeled containers?				
Are proper storage, clean-up, and spill reporting procedures for hazardous materials posted in open, conspicuous and accessible locations adjacent to storage areas?				
Are temporary containment facilities free of spills and rainwater?				
Are temporary containment facilities and bagged/boxed materials covered?				
Are temporary concrete washout facilities designated and being used?				
Are temporary washout facilities functional for receiving and containing concrete waste and are concrete residues prevented from entering the drainage system?				
Do temporary washout concrete facilities provide sufficient volume and freeboard for planned concrete operations?				
Are concrete wastes, including residues from cutting and grinding, contained and disposed of off-site or in concrete washout facilities?				
Are spills from mobile equipment fueling and maintenance properly contained and cleaned up?				
Is the site free of litter?				
Are trash receptacles provided in the contractor's yard, field trailer areas, and at location where workers congregate for lunch and break periods?				
Is litter from work areas within the construction limits of the project site collected and placed in watertight dumpsters?				

Requirement	Yes	No	N/A	Correction Action
Are the contents of waste management receptacles properly protected from contact with storm water or from being dislodged by winds?				
Are waste management receptacles filled at or beyond capacity?				
Location:				
Temporary Water Body Crossing or Encroachment				
Are temporary water body crossings and encroachments constructed as shown on the plans or as approved by the engineers?				
Location:				
Is there any evidence of illicit discharges or illegal dumping on the project sites?				
Location:				
Are discharge points and discharged flows free from noticeable pollutants?				
Are discharge points free of any significant erosion or sediment transport?				
Location:				
WWECP/LSWPPP Update				
Does the WWECP/LSWPPP, project schedules/Water Pollution Control Schedule adequately reflect the current site conditions and contractors operations?				
Are all BMPs shown on the WWECP installed in the proper location(s) and according to the details for the plans?				

Requirement	Yes	No	N/A		Correction Action	
Location:						_
Location:						
Location:						
General						
Are there any other potential water pollution control concerns at the site?						
Location:						
Location:						
Location:						
Location:						
Location:						_
	'		•			
Inspected by:				Date:	Phone:	

#### Attachment A

# Storm Water Pollution Control Requirements for Construction Activities Minimum Water Quality Protection Requirements for All Development Construction Projects/Certification Statement

The following is intended as an attachment for construction and grading plans and represent the minimum standards of good housekeeping which must be implemented on all construction sites regardless of size.

	Eroded sediments and other pollutants must be retained on site and may not be transported from the site via sheetflow, swales, area drains, natural drainage courses or wind.
	Stockpiles of earth and other construction related materials must be protected from being
	transported from the site by the forces of wind or water.  Fuels, oils, solvents and other toxic materials must be stored in accordance with their listing and are not to contaminate the soil and surface waters. All approved storage containers are to be protected from the weather. Spills must be cleaned up immediately and disposed of in a proper manner. Spills may not be washed into the drainage system.
	Non-storm water runoff from equipment and vehicle washing and any other activity shall
	be contained at the project site.  Excess or waste concrete may not be washed into the public way or any other drainage system. Provisions shall be made to retain concrete wastes on site until they can be
	disposed of as solid waste.  Trash and construction related solid wastes must be deposited into a covered receptacle to prevent contamination of rainwater and dispersal by wind.
	Sediments and other materials may not be tracked from the site by vehicle traffic. The construction entrance roadways must be stabilized so as to inhibit sediments from being deposited into the public way. Accidental depositions must be swept up immediately and may not be washed down by rain or other means.
	Any slopes with disturbed soils or denuded of vegetation must be stabilized so as to
	inhibit erosion by wind and water. Other
require	project owner or authorized agent of the owner, I have read and understand the ments listed above, necessary to control storm water pollution from sediments, erosion, astruction materials, and I certify that I will comply with these requirements.
Print N	ame
	(Owner or authorized agent of the owner)
Signatu	Owner or authorized agent of the owner)  Date
	(Owner or authorized agent of the owner)

#### Attachment B

DEPARTMENT OF BUILDING AND SAFETY

BEST MANAGEMENT PRACTICES FOR CONSTRUCTION ACTIVITY\*

The following is intended as a correction list for all construction projects and for grading review.

#### I. The following BMPs apply to all jobs:

CA010 MATERIAL DELIVERY AND STORAGE

Provide a material storage area with secondary containment and/or weather protection. Note the maintenance practices and schedule proposed for this area.

CA011 MATERIAL USE

Hazardous materials, fertilizers, pesticides, plasters, solvents, paints, and other compounds must be properly handled in order to reduce the risk of pollution or contamination. Training and information on procedures for the proper use of all materials must be available to the employees that apply such materials. NOTE

CA012 SPILL PREVENTION AND CONTROL

Identify spill prevention and control measures that will be taken for all proposed materials. Identify the methods, by which accidental spills will be cleaned and properly

CA020 SOLID WASTE MANAGEMENT

Provide designated waste collection areas and containers. Arrange for regular disposal. Provide covered storage with secondary containment. Containers are required to protect waste from rain to prevent water pollution and prevent wind dispersal.

CA021 HAZARDOUS WASTE MANAGEMENT

Hazardous materials must be disposed of in accordance with State and Federal regulations. Identify the proposed methods of disposal and any special handling contracts that may be applicable. NOTE

ESC24 STABILIZED CONSTRUCTION ENTRANCE

> A stabilized entrance is required for all construction sites to ensure that dirt and debris are not tracked onto the road or adjacent property. Maintenance of such a system is required for the duration of the project. Such stabilization may be of rock or paved.

ESC55 SEDIMENT TRAP

Eroded sediments must be retained on site and not permitted to enter the drainage system.

#### II. The following BMPs apply to site construction:

CA003 STRUCTURE CONSTRUCTION AND PAINTING

Proper disposal of all wastes is required to keep pollutants from the storm water runoff which will be conveyed into the storm drain system. The proper handling of all materials is required. NOTE

CA023 CONCRETE WASTE MANAGEMENT

Store dry and wet materials under cover. Avoid on-site washout except in designated areas away from drains, ditches, streets, and streams. Concrete waste deposited on site shall set-up, be broken apart, and disposed of properly. Containment and proper disposal is required for all concrete waste. NOTE

<sup>\*</sup> The above Best Management Practices are detailed and explained in the California Storm Water Best Management Handbook, March 1993.

These BMPs are found in Chapter 4: Contractor Activities

These BMPs are found in Chapter 5: Erosion and Sediment Control

#### CA024 SANITARY/SEPTIC WASTE MANAGEMENT

Untreated raw wastewater is not to be discharged or buried. Sanitary sewer facilities on site are required to be in compliance with local health agency requirements. Sanitary or septic wastes must be treated or disposed of in accordance with state and local requirements. NOTE

#### For general site applications the following BMPs may apply: III.

#### ESC02 PRESERVATION OF EXISTING VEGETATION

Identify the areas in which existing vegetation will remain undisturbed. Sensitive areas which may require preservation include steep slopes, watercourses, and wooded sites. Protection is required for vernal pools, wetlands, marshes, and oak tree sites.

#### ESC11 MULCHING

Identify the specific locations that mulching will be used as a soil stabilizer. Specify the specific material mixture that the mulch will consist of.

#### ESC20 GEOTEXTILE

Identify the specific locations that geotextile mats will be used as a soil stabilizer. Include the manufacture specifications for the brand of matting to be used .

#### ESC21 DUST CONTROL

Dust control is required for clearing, grading, construction, soil stockpiling, and site work during dry weather, as well as for unimproved roadways. Identify the means by which dust control will be performed on site and note the frequency in which it will occur. Non-compliance will be reported to the South Coast Air Quality Management District for additional enforcement.

#### ESC41 CHECK DAMS

Check dams are required to reduce the velocity of concentrated flow. Identify the specific locations and design of the proposed check dams. Regular maintenance is required for such devices.

#### ESC50 SILT FENCE

A silt fence is useful for retention of sediment in the location of sheet flow or wind erosion. Identify the specific locations silt fences will be used for sediment retention. Such devices require a maintenance schedule.

#### ESC51 STRAW BALE BARRIER

Identify the specific locations where straw bales will be used for sediment retention or velocity reducers. A maintenance schedule is required for such devices.

#### ESC52 SAND BAG BARRIER

Sand bag barriers are useful in a great variety of locations for the control of erosion. Sand bags will function in a similar manner as check dams, barriers, clarifiers and many other types of erosion control devices with similar uses. Sand bag devices may apply to a greater number of sites for reasons of versatility and standard use. Identify the specific locations and design of sand bag barriers and note the schedule by which they will be maintained.

#### ESC53 BRUSH OR ROCK FILTER

Brush or rock filters require special approval for proper application and construction. The design engineer must approve the application, on site, before the County inspection in order to ensure the minimum quality of construction. Such devices will only be considered for approval on minor applications.

#### ESC54 STORM DRAIN INLET PROTECTION

All inlets which receive sediment laden runoff require storm drain inlet protection. Sediment traps, filter fabric fences, sand bag filters, gravel and wire mesh filters, are examples of inlet protection which may be applied at such locations. Identify the methods of protecting each inlet.

#### The following BMPs will apply to grading projects: IV.

#### CA001 DEWATERING OPERATIONS

Sediment control devices must be provided in order to prevent discharge of pollutants in the storm water discharge. Testing for toxic substances and petroleum products and clearance from the Regional Water Quality Control Board is required.

#### CA030 VEHICLE AND EQUIPMENT CLEANING

Prevent discharge of pollutants to storm water. Minimize water use. Identify the location that all vehicles and equipment will be cleaned. Provide secondary containment, or collection of waste waters. Use biodegradable, phosphate-free soaps. Steam cleaning waste must be contained on-site, collected and properly disposed of.

#### CA031 VEHICLE AND EQUIPMENT FUELING

Perform all refueling at designated areas with containment to prevent spills. Provide cover and/or secondary containment for stored fuels.

#### CA032 VEHICLE AND EQUIPMENT MAINTENANCE

On site maintenance must be in a designated dry area with secondary containment. Segregate and recycle all vehicle waste and equipment. Do not allow ground spills or discharge into storm water. Identify the location, maintenance activities will be performed, and the method of containment.

#### ESC01 SCHEDULING

Proper sequencing should be scheduled in order to reduce the site erosion potential. Minimize disturbance of highly erodible areas. Plan around heavy rains and make provisions for year round stabilization.

#### ESC10 SEEDING AND PLANTING

Seeding and Planting is required for soil stabilization for sloped areas and disturbed ground. Such stabilization may be necessary as a temporary measure for borrow sites.

#### ESC22 TEMPORARY STREAM CROSSING

A temporary culvert, Ford or Bridge is required for all stream crossings and shall be in use for a period not to exceed one year. Crossings must be provided for all perennial and intermittent streams.

#### ESC30 EARTH DIKE

Such a device is required for water runoff control or containment and is required to be engineered as part of an overall erosion and construction related pollution control plan.

#### ESC31 TEMPORARY DRAINS AND SWALES

Drains and swales are required as specified by an engineer for a designed erosion and construction related pollution plan.

#### ESC32 SLOPE DRAIN

A slope drain is required to convey runoff from the top of a slope via a pipe or lined channel to a stable discharge point at the bottom of the slope. Such devices are required to be engineered as part of an erosion and construction related pollution control plan.

#### ESC40 OUTLET PROTECTION

Outlet protection is required to reduce the erosion potential of high velocity concentrated flow from pipes or other drainage devices. Identify the methods and locations of each outlet protection. A regular maintenance schedule is required for such devices in order to ensure proper function at all times.

#### ESC42 SLOPE ROUGHENING/TERRACING

Identify the slopes to be terraced or roughened for stabilization. Note the seed mixture and method of irrigation, if any, to be used.

#### ESC56 SEDIMENT BASIN

The application of a sediment basin requires an engineer approval with calculations to justify the capacity of the device. A regular maintenance schedule is required for the sediment basin and outlet protection is required for the outflow.

#### V.The following BMPs will apply to private roads and subdivision projects with road construction:

#### CA002 PAVING OPERATIONS

Where paving will occur on private property, proper precautions and practices must be performed to ensure that pollutants do not become deposited into the storm runoff and that all spills, wastes, and products from various activities are disposed of properly.

#### ESC23 CONSTRUCTION ROAD STABILIZATION

All private roads and parking areas require stabilization by the application of rock, watering or other form of dust control, or paving. Maintenance and necessary post construction BMP's are required for all roadways.

#### CA023 CONCRETE WASTE MANAGEMENT

Store dry and wet materials under cover. Avoid on-site washout except in designated areas away from drains, ditches, streets, and streams. Concrete waste deposited on site shall set-up, be broken apart, and disposed of properly. Containment and proper disposal is required for all concrete waste. NOTE

#### The following BMPs may apply to sites with certain existing VI. conditions or due to complex BMPs being implemented:

#### CA040 EMPLOYEE/SUBCONTRACTOR TRAINING

Integrate training regarding storm water quality management into existing training programs.

#### CA022 CONTAMINATED SOIL MANAGEMENT

Verify soil conditions on suspect sites by performing site assessment and regular inspections for discoloration, odors, or other signs of contamination. See Table 4.2 of the California Storm Water BMP Handbook for disposal alternatives. Proper handling and disposal is required. NOTE

#### **Attachment C**

#### Certification

As the project architect/engineer of record, I have reviewed the Best Management Practices Handbooks, California Storm Water Quality Task Force, Sacramento, CA. I certify that appropriate BMPs will be implemented to effectively minimize the negative impacts of this project's construction activities on storm water quality. The project owner and contractor are aware that the selected BMPs must be installed, monitored, and maintained to ensure their The BMPs not selected for implementation are redundant or deemed not applicable to the proposed construction activities. If at any time, site conditions and/or the County/City official warrant reevaluation and revisions of the chosen BMPs, the appropriate changes will be made without unnecessary delay. I am aware that failure to properly implement and maintain, while under construction, the BMPs necessary to prevent the discharge of pollutants from this project could result in significant penalties and/or delays.

Signed:		
Title:		
Date:		

## Attachment D Owner's NOI/SWPPP Certification Form

National Pollutant Discharge Elimination System (NPDES) is the portion of the Clean Water Act that applies to protection of receiving waters. Construction activity that will disturb a ground surface area of 5 acres or more (about 220,000 square feet or 2.02 hectares), or if the project results in the disturbance of less than 5 acres of soil but is part of a larger common plan of development or site that exceeds 5 acres, is subject to requirements of the California General Permit for Storm Water Discharges Associated with Construction Activity (Permit No. CAS004001) under the NPDES Program. A Notice of Intent (NOI) is required to be filed with the SWRCB and a Storm Water Pollution Prevention Plan (SWPPP) is required to be prepared and implemented. Proof of a Waste Discharger Identification (WDID) Number is required as proof that the NOI and SWPPP were submitted to SWRCB.

Site Address or Tract No:		Permit No:	-
Owner:	Contractor:_		
I have read and understand		d above.	
Owner or Authoriz	ed Representative	Date	
-	*	that a Notice of Intent has been filed Storm Water Pollution Prevention Plan	
Owner or Authoriz	ed Representative	Date	